

دولة الكويت  
شركة البترول الوطنية الكويتية  
احدى شركات مؤسسة البترول الكويتية  
لجنة الشراء الداخلية

إعلان  
CB/PQ-01/2018

تعلم شركة البترول الوطنية الكويتية عن رغبتها في القيام بإجراء أعمال التأهيل رقم: CB/PQ-01/2018 للشركات المحلية والخليجية والعالمية للقيام بأعمال الصيانة الميكانيكية خلال التوقفات وفقا لنطاق العمل التالي: -  
طبيعة نطاق العمل بشكل عام: -

• على المقاول توفير كافة العمالة والأدوات المطلوبة لتنفيذ أعمال الصيانة الميكانيكية خلال التوقفات وحسب ما هو وارد بمستندات التأهيل وبما يتناسب مع حجم العمل المطلوب، كما يجب على المقاول أن ينفذ العمل بطريقة آمنة بما يناسب سياسة وإجراءات الصحة والسلامة والبيئة المتبعة في شركة البترول الوطنية الكويتية حسب قيمته وتفصيل نطاق العمل الموضح في نماذج التأهيل والتي يمكن تحميلها من موقع الشركة المذكور أدناه: -

<http://www.knpc.com/.....>

• سوف تقوم شركة البترول الوطنية الكويتية باختيار شركة أو أكثر من الشركات ذات الخبرة ولديها المقدرة المالية والفنية وذلك للقيام بتنفيذ أعمال الصيانة خلال التوقفات وذلك حسب نطاق العمل المطلوب في المرفق وحسب معايير التأهيل الموضحة بالوثائق.

• ويشترط في من يتقدم لأعمال هذا التأهيل أن يكون من أصحاب الاختصاص ويمارس أعمال المقاولات الموضحة اعلاه و لديه المقدرة اللازمة لتنفيذ هذه الاعمال والمقاولات في دولة الكويت.

علما بأن آخر موعد لتقديم نماذج التأهيل هو الساعة الواحدة (1:00 pm) من بعد ظهر يوم الخميس الموافق ٢٠٢٠/٧/٢٣ وضع وثائق التأهيل معبأة حسب الأصول في مظروف مدون عليه أسم وعنوان التأهيل وتاريخ الإقفال في الصندوق المخصص له الكائن بالطابق الأول غرفة رقم (IA-046) في مقر لجنة الشراء الداخلية بمبنى شركة البترول الوطنية الكويتية المكتب الرئيسي بالأحمدي.

• يلتزم مقدم الطلب بدفع مبلغ وقدره ٥٠٠٠ دينار كويتي (خمسة آلاف دينار كويتي فقط) غير قابلة للاسترجاع قيمة المشاركة في عملية التأهيل المسبق وذلك من خلال ارفاق شيك مصدق او إيصال دفع لصالح شركة البترول الوطنية الكويتية مع وثائق التأهيل عند تقديم الطلب. وفي حال عدم الدفع او عدم ارفاق ما يثبت ذلك، لن يتم النظر في وثائق التأهيل ويعتبر الطلب ملغى.

• وفي حال وجود استفسارات لدى الشركات الراغبة بالمشاركة، فإنه يمكن تقديم تلك الاستفسارات من خلال البريد الإلكتروني: (PQTurnaround@knpc.com)

• كما تود لجنة الشراء الداخلية في شركة البترول الوطنية الكويتية دعوة الشركات المتقدمة لهذا التأهيل الى الحضور لمقر لجنة الشراء الداخلية الواقعة بمبنى شركة البترول الوطنية الكويتية الرئيسي بالأحمدي الطابق الثاني غرفة رقم (2A-050)، لحضور اجتماع لجنة فض طلبات التأهيل المُستلمة الذي سوف يعقد في تمام الساعة (٨) الثامنة صباحا من يوم الأحد الذي يلي موعد الإقفال الخاص بهذه التأهيل.

أمين سر لجنة الشراء الداخلية

# **KUWAIT NATIONAL PETROLEUM COMPANY (KNPC)**

**A subsidiary of Kuwait Petroleum Corporation**

**( Internal Purchasing Committee)**

**CB/PQ01-2018**

## **PRE-QUALIFICATION OF LOCAL / GULF & INTERNATIONAL CONTRACTORS FOR TURNAROUND MAINTENANCE AT KNPC REFINERIES**

**This is to announce that KUWAIT NATIONAL PETROLEUM COMPANY (KNPC) – seeks pre-qualification for local / Gulf & International companies FOR TURNAROUND MAINTENANCE AT KNPC REFINERIES, and as per the scope of work mentioned below:-**

### **Scope of Work – General:-**

**Contractor shall supply all personnel and tools to perform various Turnaround Maintenance (Mechanical Maintenance) Works, The Contractor shall execute the contractual requirement in safe manner in accordance to KNPC Health, Safety and Environment Policy and Regulations & according to what is stated in Pre-qualification documents and commensurate with the size and value of the work.**

- **The details of Scope of Work & Pre-Qualification document, forms & Questionnaires shall be downloaded from the link shown:-  
[\(<http://www.knpc.com/.....>\)](http://www.knpc.com/.....)**
- **KNPC will select one or more potential firms, who have the financial capacity, technical capability and experience in implementing various Turnaround Maintenance (Mechanical Maintenance) Works, as per the attached PQ Scope Highlight.**
- **It is required that Contractors who are wishing to Pre-qualify are already experienced and trading in the same field and has the ability to implement these actions and contracting in State of Kuwait.**
- **The last date to receive the Applications shall be not later than 1:00 pm, of Thursday 23/7/2020. The PQ documents to be filled in as required and shall be submitted to the IPC (Room no., 1A-046) in KNPC Head Office, Al-Ahmadi in a closed envelope, noting that the PQ number, title and the Closing date should be indicated on the envelope.**
- **The applicant is obliged to pay a sum of KD 5,000 (Five Thousand KD) that is not refundable for participation in the prequalification process by attaching a certified cheque or receipt paid to KNPC with the qualifying documents at the time of application. If no payment is made or proof of this is not attached, the qualification documents will not be considered and the application will be deemed null and cancelled**
- **For any enquiry, Applicants may contact ( [PQTurnaround@knpc.com](mailto:PQTurnaround@knpc.com) )**
- **IPC invites the Applicants to attend the PQ Applications opening meeting in Room 2A-050, 2<sup>nd</sup> Floor, KNPC Head Office at Al- Ahmadi at 08:00 am of the first Sunday following to the Application closing date.**

**ITC Secretary**



**KUWAIT NATIONAL PETROLEUM COMPANY (K.S.C)**

**KUWAIT**

**CB / PQ – 01/2018**

**P. Q. DOCUMENT**

**FOR**

**PREQUALIFICATION OF CONTRACTORS**

**FOR TURNAROUND MAINTENANCE**

**(MECHANICAL) IN KNPC REFINERIES**



KUWAIT NATIONAL PETROLEUM COMPANY (KSC)

**CB / PQ – 01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR**

**TURNAROUND MAINTENANCE**

**(MECHANICAL) IN KNPC REFINERIES**

**INVITATION TO PREQUALIFY**



KUWAIT NATIONAL PETROLEUM COMPANY (KSC)

**CB / PQ – 01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR**

**TURNAROUND MAINTENANCE**

**(MECHANICAL) IN KNPC REFINERIES**

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KUWAIT NATIONAL PETROLEUM COMPANY (KSC)

**CB / PQ – 01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR**

**TURNAROUND MAINTENANCE**

**(MECHANICAL) IN KNPC REFINERIES**

**PART - I**

**DECLARATION AND INSTRUCTIONS**



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PQ-01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**PART - I  
DECLARATION AND INSTRUCTIONS**

**A - DECLARATION FOR PRE-QUALIFICATION**

To: The Secretariat General,  
Internal Purchasing Committee,  
KNPC Head Office, Ahmadi, Kuwait.

Dear Sir,

We have examined the PRE-QUALIFICATION questionnaire and replied to all its enquiries/questions accurately and truthfully and our representative's signature here below testifies to this effect.

We wish to be considered for inclusion in the list of bidders for selection as Contractor for the work briefly described herein and assure of our competence and resources to execute fully the work described herein to the highest ethical and professional standards and as per requirements of Kuwait National Petroleum Company.

We acknowledge and accept that to satisfactorily evaluate our submittal, Kuwait National Petroleum Company shall have the right at its own option, to visit our offices, project sites and works in progress, with a view to audit and verify our financial, technical and other resources. We assure to make available to Kuwait National Petroleum Company representatives all facilities required for this purpose.

We confirm that all charges related to the preparation of Pre-qualification document shall be borne by us.

Information submitted by us in response to the requirements of this PRE-QUALIFICATION Document are true and correct in every detail and take full responsibility to its authenticity.

We acknowledge fully that Kuwait National Petroleum Company has absolute discretion in the selection of Bidders for this Work and that Kuwait National Petroleum Company shall not be obligated nor required in any manner whatsoever to assign a reason for refusing the issue of Bid Documents to us or to enter into any correspondence concerning the selection of Bidders.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Authorized Signature for and on behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Company Seal



## **B-INSTRUCTIONS TO APPLICANTS**

- 1) Applicants must answer all questions in the Pre-Qualification Questionnaire clearly typed in the English language.

The two originals of the Document completed in all respects and duly signed and stamped by Applicant's authorized person must be returned in sealed envelopes and marked **"PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND MAINTENANCE (MECHANICAL) IN KNPC REFINERIES"**

The same shall be addressed to The Secretariat General, Internal Purchasing Committee (IPC), KNPC HO, Kuwait and shall be deposited by 2:00 PM on .....

**Applicants must ensure to submit the original receipt for the purchase of the PQ document, issued by the IPC, along with their application as a proof of purchase of the PQ document by them.**

All replies will be treated in strict confidence by the Company in assessing the suitability of Applicants for the above work. Any Pre-Qualification Documents submitted after the closing date shall be disregarded.

- 2) The pre-requisite for Pre-Qualification is that the Applicant shall demonstrate to the Company's satisfaction that he has a proven record of carrying out Turnaround Maintenance in modern complex refineries / Oil, Gas and Petrochemical Industries.
- 3) The Applicant shall agree in writing that the Company shall have the right to contact any reference given by the Applicant in support of his answers to this questionnaire.
- 4) The application submitted by companies for JOINT VENTURES OR CONSORTIA will also be considered.
- 5) The Applicant is advised that, should he be awarded the Contract for the Work, he is responsible to act as sponsor for his employees in Kuwait who are engaged on this contract, as per prevailing Kuwait Government laws.
- 6) Applicants are to note that the attached Scope of Work and relevant contract conditions are exclusively for Pre-Qualification to tender purpose only. It must be clearly understood by the Applicants that this Document should not in anyway be construed to be an Invitation to Tender. The replies to the Pre-Qualification Questionnaire, submitted by the Applicants, would deem to be without obligation whatsoever, on the part of the Company.

The Company shall be under no obligation to pre-qualify any Applicant or to give reasons for pre-qualifying / disqualifying any Applicant or to proceed with the Contract or invite a Pre-Qualified Applicant to bid.

However, in case of acceptance and any consequent Bid submission/Evaluation, the same will be reviewed against the Pre-Qualification information submitted by the Applicant against this Document or enter into any correspondence to this effect

- 7) Applicants are requested to specifically answer all the questions and submit responses in English with the Pre-Qualification questionnaire in a single bound document.





Additional pages if needed should be inserted where applicable for replying to the questions. Any additional information that Applicants wish to offer should be clearly separated from specific responses within the single bound document referred to herein above. Failure to do this may result in disqualification. Applicants are advised not to include company reports or other handouts of an advertising nature unless they contain relevant and specific information requested in the questionnaire. Applicants must clearly identify such information by cross reference.

- 8) All clarifications in connection with this PQ including queries on the documents etc. shall be addressed directly to the following address:

**Head, PQ Committee,**  
Manager, Quality Assurance's Office,  
3<sup>rd</sup> Floor, Admin Building,  
Mina Abdulla Refinery,  
Kuwait National Petroleum Company,  
P.O BOX. No. 69, Safat 13001  
Kuwait.  
Fax No. 23280106 Tel. 23883500  
Email: PQTurnaround@knpc.com

- 9) Applicants shall note that Pre-Qualification Questionnaire (Part III) is divided into three (3) sections as mentioned below:

### **SECTION ONE**

Section One deals primarily with Applicant's interest in this work and recent work history. The Applicant is to take special note that he must answer all questions in Section One in order to qualify for evaluation of Section Two of the Questionnaire.

### **SECTION TWO**

Section Two requests detailed information about Applicant's company and its organization.

### **SECTION THREE**

Section Three contains the formats of Attachments 1 thro' 10 to Pre-Qualification Questionnaire, which are to be filled by the Applicant with respect to the relevant questions in Section One and Section Two. Attachment A is to be filled by the Applicant's Client(s) and to be mailed to Kuwait National Petroleum Company directly.

- 10) Applicants are reminded that they must clearly answer without any ambiguity all questions and complete all the three sections of this questionnaire, in full, including additional information requested on Attachments.
- 11) The Applicant shall attest that all required information which have been submitted are accurate to the best of his knowledge and the enclosed "Declaration for Pre-qualification" with this Part I of the Document shall be filled accordingly, signed, stamped and submitted along with the Pre-Qualification Documents.



KUWAIT NATIONAL PETROLEUM COMPANY (KSC)

**CB / PQ – 01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR  
TURNAROUND MAINTENANCE (MECHANICAL) IN  
KNPC REFINERIES**

**PART – II**

**SCOPE OF WORK & SPECIFICATION**



**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND MAINTENANCE  
(MECHANICAL) IN KNPC REFINERIES**

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## **TURNAROUND MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

### **1. OVERVIEW**

#### 1.1 About KNPC

KNPC owns and operates two refineries, namely Mina Al-Ahmadi (MAA) and Mina Abdullah (MAB).

The two refineries form an integrated refining complex, which gives the Company high flexibility in exchanging products either to fulfill the demands of international clients or to maintain a non-stop production in times of maintenance or unscheduled shutdowns.

The total capacity of the two refineries is 736,000 BPD which will increase to 800,000 BPD after the completion of Clean fuel projects. Part of production is marketed locally, whereas the majority of products is exported to international markets. Gas liquefaction capacity of MAA 4 gas processing units is 2,458 MMSCFPD.

Each refinery has its own features. MAA is one of the world's largest refineries, and MAB has high conversion capabilities. It also has the only Delayed Coker Unit in the Gulf area.

#### 1.2 Mina Abdullah Refinery

Mina Abdullah Refinery was built in 1958 by the American Independent Oil Company (AMINOIL) before it was fully acquired by the State of Kuwait in 1977. It was renamed "Kuwait Wafra Oil Company" as a national company before the transfer to KNPC in 1978. It had then merely one refining unit with 30,000 BPD capacity.

MAB had undergone expansion projects, which increased its capacity to 145,000 BPD. Then a modernization project in 1988 (MAB RMP) boosted the refining conversion capabilities and its capacity to 240,000 BPD. The existing units were revamped, new units were built, and the export facilities were developed. The new 15 units used the most advanced technologies at that time to produce low-sulfur and high-value light petroleum products.

#### 1.3 Mina Al Ahmadi Refinery

MAA was built in 1949 as a simple refinery with 25,000 BPD capacity to cover the local demand for gasoline, diesel, and kerosene. It occupies 10.5 km<sup>2</sup> of land and is located directly on the seashore. Over the years, MAA was subject to 2-phase modernization, and 29 new units were built with advanced technologies to increase its capacity to 466,000 BPD. The new products had lower sulfur content.

### **2. BRIEF DESCRIPTION OF SCOPE OF WORK**

Kuwait National Petroleum Company intends to pre-qualify international contractors competent and capable of carrying out exclusively various TURNAROUND Maintenance (Mechanical) activities in its two refineries located at Mina Abdullah and Mina Ahmadi.



This document provides broad details of such TURNAROUND activities that would be contracted out individually for each Refinery on a five (5) year contract cycle.

Contractor's Scope of Work is segregated about the essence and nature of work requirement into many major portions "Provision of Unit Rate Works / Lumpsum Services" such as:

- Maintenance of Stationary
- Hydroblasting and hydro-jetting Services
- Scaffold erecting and dismantling
- Grit blasting, Coating and Painting service
- Insulation installation and removal services
- Basic Miscellaneous Maintenance Activities

All of the above services, the contractor shall supply all necessary resources including skilled Maintenance Workforce and/or as Temporary Workforce, Equipment, Tools & Tackles, Scaffolding, Cranage, etc. to execute various maintenance activities. The Contractor is responsible for having enough manpower to execute the job within the approved plan agreed with a company representative and within the elapsed time specified for each service. Under the Provision of Unit Rate Works / Lumpsum Services of the Contract, the Contractor shall carry out specified Maintenance and/or Operation Services tasks & Services of scaffolds.

### **3. MAINTENANCE WORK ON STATIONARY EQUIPMENT**

- 3.1 Contractor shall execute and perform TURNAROUND maintenance works as per the specified relevant job procedures on all types of stationary equipment such as heat exchangers, fin fan coolers, towers, vessels, drums, heaters, stacks, filters, tanks, different types of coolers, strainers ... etc. Typical job procedures being followed on that equipment are given in Appendix 1 hereof.
- 3.2 The Contractor shall execute the works per the relevant job procedure and per the schedule and time frame so instructed by Company Representative.
- 3.3 The Contractor shall appropriately prepare and make available all required workforce, facilities & resources to meet and fulfill the work assignments efficiently and in a safe manner to the satisfaction of the Company Representative. The Contractor shall deploy all necessary workforce, tools such as but not limited to, hand, pneumatic, air compressors, A-Frames, chain blocks, winches, ropes, bolt tensioning machines, torque wrench, manual and pneumatic hydrotest pumps with pressure relief valve arrangement, mechanical cleaning tools, wire brushes, etc.
- 3.4 The Contractor shall deploy all required heavy equipment such as, but not limited to, forklifts, cranes, trailers, bundle pulling machines, trucks, etc.
- 3.5 The Contractor shall provide all necessary blinds, end blind flanges, scaffolding material, lighting, blowers, transformers (240V / 24V), Breathing Apparatus...etc. and/or any other gadget, instrument, equipment, tool, resources, manpower and/or facility that are required for the proper, efficient and safe execution of all the Lumpsum jobs including but not limited to all minor, major, emergency, planned unit or equipment TURNAROUNDS.
- 3.6 The Contractor shall supply and install all required Pressure Relief Valves in the hydrotest loop as per Company specifications/guidelines while carrying out any hydrotest of



equipment/pipelines etc.

- 3.7 During Vessels / Towers / Tanks .... etc. maintenance works, or whenever an “Entry Work Permit” is required and/or issued, the Contractor shall post all necessary fluorescent Safety Signs such as “No Entry to this Vessel” in “Red Color” and/or “Vessel Gas Free Man Entry Allowed” in “Green Color”. As well as keeping Standby personnel (Confined Space Attendant) with a work permit and steel, stand per equipment. All of above requirement is mandatory and shall be part of Contractor’s overhead cost. Further, Contractor is to comply with all KNPC HSE Documents (Safety Guidelines, Safe Work Practices, Procedure, Occupational Health / Medicine, Environment) and the cost of such compliance shall be entirely borne by the Contractor.
- 3.8 During all Heat Exchangers Bundle Pulling Works, Contractor is to supply, maintain, operate Bundle Pullers and adequate lifting facilities and cranes for pulling and/or installing tube bundles into the shell at various altitudes. The Contractor is to provide and keep at his Contractor’s yard, within Mina Abdulla Refinery premises, a minimum of four (4) numbers Bundle Pullers in an efficiently operable condition for their ready utilization. However, the Contractor is to provide additional numbers of Bundle Pullers, lifting facilities and cranes as and when required so that work on all “Heat Exchangers” is not interrupted and is running smoothly and in parallel to meet the planned time. Contractor shall also provide all required tools, workforce, equipment, facilities, etc. for the safe and efficient execution of bundle pulling works. Contractor shall also strictly comply with all prevailing safety regulations. All relevant costs associated with bundle pulling shall be entirely borne by the Contractor. Vendor catalog should be submitted to Company for review and approval before mobilizing the same. The contractor should arrange manufacturer’s representative to demonstrate the operation of bundle puller and train the Contractor’s / KNPC Supervisors to operate the same.
- 3.9 During all types of flanges/manways etc. Tightening works, Contractor to strictly adhere and implement the flange tightening procedure. Contractor to provide all necessary tools, equipment and tackles required for the safe and efficient execution of the works.
- 3.10 For all Refinery equipment blinding / deblinding works, Contractor shall strictly adhere and implement relevant blinding / deblinding procedures, wherein it is stipulated that all blinds should be marked, identified/tagged during installation and removal.
- 3.11 At any point of time, the average number of stationary equipment that the Contractor is expected to parallel execute any of the Lumpsum Maintenance Works and/or handle and/or attend to simultaneously is on average twenty-five (25) stationary equipment at various locations and places. This number is an average number and indicative only, it is not intended or should it be taken to be an accurate or firm representation or guarantee of any kind by the Company. Such number may vary from zero (0) stationary equipment up to a maximum of two hundred and fifty (250) stationary equipment. The Contractor hereby waives and agrees to be precluded from raising any claims, whether for compensation, time or any other, with regard to an increase or decrease in actual number of stationary equipment being handled and/or maintained at any point of time.



- 3.12 Contractor shall use the Torque Wrench / Torque Machine / Bolt Tensioner to tighten the flange joints (exchanger's girth flange joint, piping / stationary equipment flange joint, special purpose flange joints etc.) as per Company supplied Torque Value Chart or / and as advised by the Company representative. Torque Value to be recorded in steps by steps in Company prescribed form along with other information's are required to be filled during the execution.
- 3.13 Company may witness the Torque Value application and finally the form to be submitted to KNPC Representative / SME as advised by Company for future record. The above should also be applicable during hot tightening.
- 3.14 During the execution of maintenance activities, additional job steps may require to be executed by Contractor as decided / required by Company

#### **4. COMPLETION PERIODS OF LUMP SUM WORKS ON STATIONARY**

For Lumpsum maintenance works on Stationary and Rotating Equipment the following shall apply:

- 4.1 Completion periods / times are irrelevant to the time of year (Ramadan) or public holiday.
- 4.2 For Lumpsum equipment maintenance, the Contractor must maintain records showing actual time for each job step of individual equipment to find out actual elapsed time per equipment and such records shall be verified by the authorized Company representative.
- 4.3 The Contractor shall be liable to submit his work plan Unit wise for lump sum jobs during clubbed TURNAROUND, total refinery TURNAROUND or other daily work assignments, indicating details of his resource utilization for Company review and approval. Work plan must comply with Company's TURNAROUND, total refinery TURNAROUND or other work assignments schedule.
- 4.4 Interim Waiting Interval : On some equipment, the complete work may have to be done in more than one "part" with certain interim waiting interval between any two "parts" of the work. During these interim waiting intervals, the Company shall carry out various other activities outside the Contractor's Lumpsum scope of work. During such waiting intervals, the Contractor shall not be eligible for any compensation for idling of his personnel and equipment. After completing each part of the work, the Contractor's personnel/equipment may leave the equipment site after notifying the Representative's Representative, and shall resume back at 4 hours notice by the Company for the next part of the work.

#### **5. NOTICE PERIOD & ATTENDANCE TO LUMP SUM WORKS ON STATIONARY**

For Lumpsum maintenance works on Stationary and Rotating equipment the following shall apply:

- 5.1 Schedule & Program: Most of the equipment shall be worked on TURNAROUNDS. Tentative Schedule for such work shall be indicated to the Contractor six (6) weeks in advance for arranging his personnel, resources, facilities and equipment in order that the Contractor would execute the required jobs / works would commence per the set start dates and that



same would be completed according to the relevant stipulated completion periods in a safe and efficient manner to the full satisfaction of the Company Representative. A meeting shall be held with the Contractor to discuss the probable jobs for the above programs. The contractor must have two planning engineer report, monitor the site activity daily, and generate report with bar charts to Company representative.

- 5.2 Notice Period for Individual Lumpsum Jobs: Actual work on any equipment shall be taken up only after Company's decision to carry out the relevant work. Contractor shall be allowed 24 hours' notice from the time such decision is conveyed to him, to start the specified work.
- 5.3 Emergency Works: Notice period of four (4) hours for emergency works shall be given to the Contractor for arranging his personnel, equipment and facilities. Contractor shall immediately after the lapse of this four (4) hours' notice period, start with executing the assigned works in a safe and efficient manner to the full satisfaction of Company Representative.

## **6. NOTES ON LUMP SUM WORKS ON STATIONARY**

- 6.1 Minimum Permanent Supervisory Manpower Contractor shall appoint full time basis the following Minimum Permanent Supervisory Manpower during the entire duration of Contract to handle Lumpsum Works on Stationary and Rotating Equipment.

- Mechanical Engineer Lumpsum - 4 Nos.
- Supervisory Mechanical Maintenance - 6 Nos.

During TURNAROUND / total refinery TURNAROUND, Contractor shall arrange additional adequate number of Supervisors to ensure proper & adequate supervision of maintenance activities as per HSE / Company Guidelines and as directed by Contract Representative Representatives for Safe handling of TURNAROUND / total refinery TURNAROUND jobs.

24 hours Engineer presence will be required during Unit TURNAROUND & TOTAL REFINERY TURNAROUND, where jobs will be done round the clock and for any Lumpsum Maintenance Work as instructed by Company Representative.

Any absence / shortage of above Engineers / Supervisors, deduction will be made from Contractor payment as follows:

- 6.2 Contractor shall maintain at Site the minimum following Equipment / Vehicles during whole Contract duration in efficient / good operative condition for handling Unit Rate Jobs/Lumpsum Services and during the TURNAROUND / TOTAL REFINERY TURNAROUND, Contractor shall arrange additional Equipment / Vehicles as required for handling the assigned works.

- 6.2.1 Crane with Driver / Rigger / Helper - 2 Nos. (90-Ton Capacity Long Boom & 35- Ton Capacity Long Boom)
- 6.2.2 Forklift 15-Ton capacity with Driver – 2 No.
- 6.2.3 Bundle Puller with Driver - 4 Nos.
- 6.2.4 Trailer 40 Ft. Long with Driver - 2 No.
- 6.2.5 Boom Truck 5- Ton capacity with Driver - 2 No.





6.2.6 Pick Up 1-Ton capacity - 6 Nos.

## **7. HYDROBLASTING AND HYDROJETTING SERVICES**

The Contractor shall carry out specified hydroblast activities according to job procedures.

## **8. SCAFFOLD ERECTION AND DISMANTLE SERVICES**

- 8.1 The Contractor shall carryout scaffolding works as per KNPC Safe Work Practices on Scaffolds & Ladders.
- 8.2 Contractor's scope covers complete supply of required resources (manpower, materials & equipment etc.) and erection of fixed (Unconfined / Confined) & mobile scaffolding consisting of pipes, couplers, staging platform, ladders all fittings etc. periodical inspection & maintaining it for required periods and dismantling after completion of works.
- 8.3 All the scaffold materials / manpower should confirm the specifications mentioned in KNPC Safe Work Practices on scaffolds & ladders and the same should be approved by the Company before mobilization at site for starting execution of Works.

## **9. GRIT BLASTING, COATING AND PAINTING SERVICE**

The Contractor shall carry out specified maintenance activities according to job procedures.

## **10. INSULATION INSTALLATION AND REMOVAL SERVICES**

The Contractor shall carry out specified maintenance activities according to job procedures.

## **11. BASIC MISCELLANEOUS MAINTENANCE ACTIVITIES:**

The Contractor shall carry out the following basic Miscellaneous Maintenance Activities per the procedures:

- 11.1 Installation and Removal of blinds.
- 11.2 Removal and Installation of all types of valves.
- 11.3 On-site Valve Servicing.
- 11.4 Hose Connection and Draining
- 11.5 House Keeping and Area preparation
- 11.6 Pump Strainer Cleaning

Contractor shall provide all required supervision, manpower, tools, equipment, facilities and resources necessary to execute the works efficiently and in a safe manner to the full satisfaction of the Company Representative.

## **12. MOBILE TOOL ROOM SERVICES**

- 12.1 Contractor shall supply four (4) numbers mobile Tool Rooms with Attendant and Two (2)



numbers Tool Technician for working in Tool Rooms located in the Refinery.

### **13. GENERAL NOTES ON SCOPE OF WORK**

- 13.1 The Company's tentative TURNAROUND plan for five years is appended under Appendix-3 hereof. The plan is tentative and indicative only. It is not intended, nor should the Company of the actual TURNAROUND plan construe it to be an accurate or firm representation or guarantee of any kind. Contractor hereby waives and agrees to be precluded from raising any and all claims, whether for compensation, time or any other, with regard to any and all changes or variances of actual TURNAROUND plan and schedule against the tentative TURNAROUND plan appended under Appendix-3.
- 13.2 The Contractor shall familiarize himself with the Maintenance Management System prevailing in the Company and shall strictly adhere to all laid out procedures while carrying out maintenance jobs. Requires every job to be covered by a Maintenance Work Order (MWO) with an authorized manpower and material cost estimated on the basis of job standards / job schedule by the Company.
- 13.3 The Contractor shall also familiarize himself with the Company's computerized warehouse systems and stock registers. For every item of material withdrawn from the warehouse shall be by the Contractor on the basis of requisition initiated by the respective Company Engineers and authorized by the Representative's Representative(s). The cost shall be charged against the authorized MWO.
- 13.4 All Maintenance activities in the Shops or in the field shall be carried out by the Contractor in compliance with a daily planning sheet / CPO.
- 13.5 All of the Contractor's manpower categories deployed for Mina Abdulla Refinery or Mina Ahmadi Refinery shall be as per the Job Descriptions specified at Appendix-1.3 Exhibit-A.
- 13.6 Contractor shall ensure that his personnel are strictly complying with KNPC HSE Document's (requirements / directives / instruction). Contractor shall supply at his cost for all his personnel on the work necessary high quality inherently flame resistant antistatic Nomex Fabric Coverall (each employee minimum 4 (four) sets/year and more based on the nature of works and for additional manpower minimum 2 (two) sets for each employee and more based on the nature of works), Chemical handling Suit / Gloves & Boot, Face Shield, Chemical Musk, Safety personnel protective equipment like helmet, safety goggles, prescription safety glass, safety shoes, rubber boots, gloves, disposable coverall with excellent barrier properties for protection from coke dust, face piece (gas mask & filter cartridges for respirator), individual employee personal H2S Monitor, personal gas monitor (CO2, O2, CO etc.) as per HSE Documents / Guidelines & Specifications. It shall be noted that Personal Gas Monitor has a limited lifespan (maximum 2 years) and re- calibration of the same is required once in three months. The Contractor shall at his own cost arrange for recalibration and procure/supply new Gas monitors to replace the ones that have been found expired and/or in disorder.
- 13.7 Contractor shall arrange for all fees relevant to Medical Health Insurance, Medical Fitness Examination (pre-employment examination, periodical examination, Confined Space Fitness and other Fitness examination) for all the employees / manpower will work / serve



under the contract as per SHE Document, Gate Passes for personnel, equipment, vehicles and tools for execution of work within MAB-Refinery, CFP and Unit-72 including Shuaiba Industrial Area and Shuaiba Port Area at his own cost.

- 13.8 The Contractor shall properly maintain at his cost all Company provided Maintenance Shelters for his manpower including cleaning and maintaining shelters in good condition and shall hand over to the Company in good condition upon expiry of Contract.
- 13.9 Good housekeeping must be maintained by the Contractor during and after completion of any works / activities.
- 13.10 The contractor shall be responsible at his own cost for disposal of garbage, sewage, waste, sludge, solid waste etc. generated by his activities to EPA (Environmental Public Authority) Kuwait / KNPC approved dump yard outside the Refinery area.
- 13.11 Contractor should take necessary action at his own cost for any treatment required as per EPA Kuwait / KNPC SHE Documents for the above disposals and detailed report of disposal / treatment should be submitted to the company.
- 13.12 All of the Contractor's supplied tools, tackles; equipment, etc. shall be as per KNPC's prevailing standards, specifications and regulations in particular KNPC's HSE Documents.
- 13.13 Contractor shall prepare safe working procedures for all maintenance activities to be carried out. Contractor shall submit the same for Company Representative's approval. After securing Company Representative's approval, Contractor shall adhere to and strictly implement the same.
- 13.14 Company reserves the right to cancel or stop or delete any work activity or whole or parts of any Scope of Exhibit-A or Attachment to Exhibit-B and the Company reserves right to reduce or increase or delete the quantities, frequencies, volume of works specified.
- 13.15 Contractor shall provide at his own cost Intrinsically Safe Mobile Phone suitable for Petrochemical / Refinery operation to all their Coordinator, Engineers & Supervisors (Base + Lumpsum + TURNAROUND + Admin.).



#### **14. SITE OFFICE FACILITIES:**

- 14.1 Contractor shall establish Temporary Site Office facilities at his own cost in Company allocated area for Pre Familiarization & Mobilization and Familiarization & Mobilization Period and until demobilization and the same shall consist of the following minimum requirements:
- 14.1.1 Office for Contract Manager, Contract Coordinator, Lumpsum Services Engineers / Supervisors, Safety Engineers / Supervisors, Manpower Coordinator, Contract Administrative Staff etc.
  - 14.1.2 Workers Rest Room.
  - 14.1.3 Training center with TV / Projector / Computer etc. with a minimum seating capacity of 50 persons.
  - 14.1.4 Toilet block with own underground septic tank.
  - 14.1.5 Own Waste Disposal Management Facilities.

#### **15. HSE PERSONNEL**

- 15.1 Contractor shall mobilize at his own (overhead) cost on full-time basis the HSE Personnel as per KNPC's Guidelines for Contractors to handle all the HSE issues under the Contract.
- 15.2 During the TURNAROUNDS, emergencies including Fridays and / or Holidays the above HSE Manpower will require to work beyond Normal Working Hours. During TURNAROUNDS all above Manpower shall be distributed in Two (2) groups to work in 12 Hours Shift by each group for 24 Hours HSE coverage. All Costs for the above Overtime Working shall be borne by Contractor as his Overhead Cost without compensation from Company.
- 15.3 Contractor shall also mobilize minimum One (1) small Sedan and Two (2) Pickups in good operating condition for their HSE Personnel. Any shortage / absence of Sedan / Pickup.



## 16. APPENDIX 1: Typical Job Procedures for Stationary Equipment

### COOLERS

1	Erect scaffold for Isolation as required
2	Isolate Pump, connect hoses and drain
3	Install blinds
4	De-energize Pump motor
5	Remove original cooler
6	Install spare cooler
7	Remove channel cover
8	Preliminary Inspection of Cooler shell, cover & tubes
9	Hydroblast cleaning of tube internals / cover
10	Inspection by Corrosion
11	Painting of Shell & cover
12	Hydrotest shell side and repeat as required
13	Hydrotest tube side and repeat as required
14	Isolate Pump, connect hoses and drain
15	De-energize Pump motor
16	Remove spare cooler
17	Install original cooler
18	Remove blinds
19	Assist for Pump commissioning
20	Remove scaffolding
21	Clean area



## DESALTER

1	Erect external scaffolding at skirt area, when required
2	Isolate and drain vessel
3	install blinds
4	Open manways
5	Remove PSV
6	Remove sight glass, clean & float chamber
7	Install light internally
8	Install ventilation equipment
9	Erect internal scaffolding at skirt area
10	Clean vessel internally
11	Inspect internals
12	Remove internal scaffolding from skirt area
13	Remove ventilation equipment
14	Remove internal lightings
15	Inst. Sight glass & floating Chamber
16	Install PSV
17	Close Manways
18	Remove blinds
19	Remove external scaffolding from skirt area
20	Clean area



## FILTER

Sl. No.	Job Step
1	Erect Scaffolding
2	Isolate And Drain Vessel
3	Install Blinds
4	Open Manway
5	Remove Filter Elements /Clean
6	Install Lights Internally
7	Clean Vessel Internally
8	Inspect Internals
9	Repair As Per Inspection
10	Clean Drains & Bottom Spools
11	Install Elements
12	Remove Internal Lighting
13	Remove External Scaffolding
14	Close Manway
15	Remove Blinds
16	Clean Area



## HEAT EXCHANGERS

Sl. No.	Job Step
1	Erect Scaffolding
2	Remove insulation as required
3	Isolate and connect drain
4	Install Blinds
5	Connect steam
6	Steam out
7	Disconnect piping
8	Remove channel head cover
9	Remove shell cover
10	Remove floating head cover
11	Preliminary hydrotest with test ring and Remove test ring
12	Remove channel head
13	Remove tube bundle from shell
14	Transport exch. Part to shop
15	Clean tube bundle and heads
16	Clean shell internally & components
17	Hydroblast tube bundle
18	Inspect all gasket surfaces
19	Transport bundle/heads to site
20	Install tube bundle in shell
21	Install channel head
22	Install test ring on floating
23	Hydrotest shell side and repeat as required
24	Remove test rings
25	Install channel head cover
26	Install floating head cover
27	Hydrotest tube side and remove & reinstall test ring (repeat as required)
28	Install rear end shell cover
29	Final shell side hydrotest
30	Remove blinds
31	Refit pipes
32	Hot tightening of all flange joints
33	Repair and refit insulation
34	Remove scaffolding
35	Clean area





## HEATERS

Sl. No.	Job Step
1	Erect External Scaffold as required
2	Connect Hose for Heater Draining
3	Drop / Clean all Heater Burners/ Repair if required / Re Install
4	Swing Elbows, changeover Blinds for Decoking Operation
5	Decoking
6	Install Blinds
7	Open Furnace Manways
8	Provide Ventilation equipment, Lights and Provide cover to protect Burners
9	Obtain Entry Permit
10	Erect Internal Scaffold as required
11	Clean Radiant & Convection Tubes as per Inspection requirement
12	Inspect
13	Tube Replacement/ Welding/ X-Ray/ SR
14	Tube Hydrotest
15	Repair refractory as required
16	Service Fuel, Steam Valves, Air Resistors etc.
17	Repair / Replace Expansion joints as required
18	Remove Ventilation Equipment, Lights etc. and carry-out final cleaning
19	Remove Internal Scaffold
20	Close all Manways
21	Swing Elbows Remove Blinds
22	Remove External Scaffold
23	Clean Area



## FRACTIONATORS

Sl. No.	Job Step
1	Isolate and drain tower
2	Erect external scaffold, install blinds and purge N2 as necessary,
3	Erect internal Scaffold at skirt area
4	Connect steam
5	Open Manways
6	Connect water hoses and flush as required
7	Remove PSV
8	Drop sight glass, clean and re install
9	Install Ventilation equipment and lights
10	Obtain entry permit
11	Open tray hatchways and erect internal scaffold as required
12	Clean shell internals, trays, down comers and other accessories
13	Inspect
14	Removal of each tray / chimney tray assembly
14a	Remove/replace tray parts or other components for repair and prepare area for welding if required
15	Drop and reinstall LG's
16	Repair damaged trays as required by inspection
17	Reinstall of each tray / chimney tray assembly
18	Reinstall tray parts or other components after repair
19	Replace damaged tray valves
20	Leak test all chimney trays and repair as required and repeat test
21	Reinstall tray hatch ways and remove internal scaffold from skirt area
22	Remove ventilation equipment and lights
23	Install PSV
24	Close manways
25	remove blinds
27	Steam out
28	Carryout hot tightening of all flange joints
29	Remove external scaffold from skirt area
30	Clean area



## TANKS INSIDE UNITS

Sl. No.	Job Step
1	Isolate and drain vessel
2	Install blinds
3	Connect steam hose / water flushing
4	Open manway
5	Steam out
6	Install blower / Ejector
7	Install lights internally
8	Clean vessel internally
9	Inspect internals
10	Repair as per inspection
11	Clean drains & bottom spools
12	Remove blower / Ejector
13	Remove internal lightings
14	Remove external scaffolding
15	Close Manways
16	Remove blinds
17	Clean area



## VESSELS

Sl. No.	Job Step
1	Erect external scaffolding, at skirt area, when required
2	Isolate and drain vessel
3	Install blinds
4	Open Manways
5	Remove PSV
6	Drop sight glass, clean and re install
7	Install light internally
8	Erect internal scaffolding at skirt area
9	Clean vessel internally
10	Inspect internals
11	Inspect spray nozzles
12	Remove internal scaffolding from skirt area
13	Remove internal lightings
14	Install PSV
15	Close Manways
16	Remove blinds
17	Remove external scaffolding from skirt area
18	Clean area



KUWAIT NATIONAL PETROLEUM COMPANY (KSC)

**CB / PQ – 01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR**

**TURNAROUND MAINTENANCE**

**(MECHANICAL) IN KNPC REFINERIES**

**PART – III**

**SECTION 1**

**PQ QUESTIONNAIRE**



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PQ-01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**PART - III**

**PQ QUESTIONNAIRE**

**SECTION I**

**IMPORTANT:**

**THE FOLLOWING ARE MANDATORY QUESTIONS AND THE APPLICANTS WHO HAVE ANSWERED 'YES TO EACH OF THE SAME ONLY SHALL BE CONSIDERED FOR PREQUALIFICATION**

1. Are you willing to enter into a joint venture with a suitable local Kuwaiti Company for execution of the contract if you are an overseas contractor? Yes  No
2. Have you, in the name of your company mentioned herein, successfully executed Contract (s) of relatively similar complexity stated in the Scope of Work attached hereto in any Petroleum Oil Refineries or Petrochemical Industries in the last 10 years? Yes  No
3. Are you prepared to submit a lump sum bid for the Work and a unit rate schedule for additional work and manpower/ equipment contained within the Scope of Work? Yes  No
4. On Contract award, will you guarantee that you will be ready, in all respects, to complete mobilization of manpower & equipment / tools etc. within not more than SIX (6) months from signing the Contract ? Yes  No
- Do you agree to give access to KNPC Representatives:
  5. a. To visit your Head Office to verify your premises and resources ? Yes  No
  - b. To visit your Worksite(s) and communicate with your client(s) directly where similar contract(s) have been completed and/or are being executed? Yes  No
  - c. To communicate with your auditor(s) ? Yes  No
6. Does your Company supply the required personnel for the execution of the contract from its own Manpower resources? Yes  No
7. Does your Company have a Quality Management System according to ISO 9001/14000/18000 or equivalent? Yes  No

Note 1: In support of above answers to Section One of the Pre-Qualification Document, the Applicant is required to provide documentary proof of his past experience with contracts and work of the type described in the Scope of Work.

The information shall include, but not be limited to the following:

- a. Location of the Work and complete address
- b. Specific type of Work



- c. Duration of the Contract
- d. Value of the Works
- e. Breakdown of labor crafts (various types) indicating the average salary for each category and country of origin and number of each utilized.
- f. Name, address, telephone number, telex number, the facsimile number of at least three directly responsible senior officers from each previous client.
- g. List of Transport, tools & equipment

Note 2: The Applicant shall attach a list of contracts currently active, giving relevant details, including but not limited to, the starting date, scheduled completion date, client's name and address, scope of work, the value of the contract, etc. The Applicants shall provide as documentary proof relevant pages of the contract document wherein the approved signatories of the parties involved are clearly indicated. Further, the Applicant shall provide, as part of the submittals, a brief scope of work carried out or being carried out against each contract.

Note 3: The Applicant is required to give a brief write-up of the extent of his knowledge of Kuwait Government formalities for recruitment and sponsorship of expatriate manpower for a specific contract.

Note 4: The Applicant's answers to Notes 1, 2 and 3 above shall be given in Attachment No.1 to the Questionnaire.

Note 5: **MANDATORY JOINT VENTURE AGREEMENT WITH A LOCAL CONTRACTOR IN KUWAIT**

**Mandatory requirement**

It is mandatory that International contractors who wish to apply for the required pre-qualification shall enter into a joint venture with a reputed local contractor in Kuwait. Only Applicants who can demonstrate adequately such joint venture agreements will **ONLY** be considered for the pre-qualification.

**Eligibility**

If the Applicant comprises a number of firms combining their resources in a joint venture, the legal entity constituting the joint venture and the individual partners in the joint venture shall be registered in eligible source countries and shall otherwise meet the requirements.

**Qualification Criteria**

The following data of each member of the joint venture may be added together to meet the collective qualifying criteria:

- a) average annual turnover
- (b) particular experience
- (c) cash flow;
- (d) personnel capabilities ; and
- (e) equipment capabilities.

Each partner must satisfy the following criteria individually:

- (a) general experience ,
- (b) adequate sources to meet financial commitments .



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<b>Partner in Charge</b>	One of the partners, who is responsible for performing a key function in contract management or is executing a major component of the proposed contract, shall be nominated as being in charge during the prequalification and bidding periods and, in the event of a successful bid, during contract execution. The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
<b>Partner Limitation</b>	There shall be a limit of only <b><u>One (1) partner of a Local Kuwaiti Contractor</u></b> in a JV.
<b>Joint and Several Liability</b>	All partners of the joint venture shall be legally liable, jointly and severally, during the bidding process and for the execution of the contract in accordance with the contract terms, and a statement to this effect shall be included in the authorization.
<b>Joint Venture Agreement</b>	A copy of the Joint Venture Agreement (JVA) entered into by the partners shall be submitted with the Application. Alternatively, a Letter of Intent to execute a JVA in the event of a successful bid shall be signed by all partners and submitted with the Application together with a copy of the proposed Agreement. The JVA shall include among other things: the JV's objectives; the proposed management structure; the contribution of each partner to the joint venture operations; the commitment of the partners to joint and several liability for due performance; recourse/sanctions within the JV in the event of default or withdrawal of any partner; and arrangements for providing the required indemnities.
<b>Dissolution of Joint Venture</b>	The prequalification of a joint venture does not necessarily prequalify any of its partners to bid individually or as a partner in any other joint venture or association. In case of dissolution of a joint venture prior to the submission of bids, any of the constituent firms may prequalify if they meet all of the prequalification requirements, subject to the written approval of the Employer. Individual members of a dissolved joint venture may participate as subcontractor to qualified Applicants





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**CB / PQ – 01/2018**  
**PREQUALIFICATION OF CONTRACTORS**  
**FOR TURNAROUND MAINTENANCE**  
**(MECHANICAL) IN KNPC REFINERIES**

**PART – III**

**SECTION 2**

**PQ QUESTIONNAIRE**



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**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PQ-01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR  
TURNAROUND MAINTENANCE (MECHANICAL) IN KNPC  
REFINERIES**

**PART - III**

**PQ QUESTIONNAIRE**

**SECTION II**

**1.0 APPLICANT INFORMATION**

Applicants are reminded that they must respond to each and every question contained in this PRE-QUALIFICATION Document to be considered for pre-qualification to bid for the work.

Applicant's Name :

Address :

Telephone :

Telex :

Facsimile :

Name and title of 3 Senior Officers  
directly involved with the Contract:

**2.0 DETAILS OF LEGAL STATUS**

Applicant must provide details of legal status of his Company in Attachment no. 2 to this Questionnaire

**3.1 FINANCIAL & BUSINESS DETAILS**

(a) Registered Capital :

(b) Paid up Capital :

(c) Banking Association :

(d) Applicant's Financial & Business Details:



Notes:

a. Applicant must provide Financial & Business Details of his and his Local agent in [Attachment No. 3](#) to the Questionnaire under Section 3 of the Document Part III.

b. Financial Requirements:

The following are **mandatory requirements** in order to evaluate the applicants financially:

1. Audited Financial Statements for the latest three years should be submitted by the applicant. The required documents must contain the following:

- (a) Independent Auditors' Report
- (b) Statement of Financial Position (Balance Sheet)
- (c) Statement of Profit (Loss) & Statement of Comprehensive Income (Loss)
- (d) Statement of Changes in Equity
- (e) Statement of Cash Flows
- (f) Notes to the Financial Statement

2. The submitted financial statements should meet the following:

- (a) It should be either in Arabic or English language.
- (b) It should carry the same name of the applicant signing contract.
- (c) It should be issued for public use not intended for a sole purpose, i.e. statements specified for taxes or for a specific department.

#### 4.1 DETAILS OF APPLICANT'S EMPLOYEES

- (a) Total number of permanent employees: \_\_\_\_\_
- (b) Number of permanent employees for maintenance work stated in the scope of work attached hereto: \_\_\_\_\_
- (c) Peak time manpower at work site in last five (5) years.  
\_\_\_\_\_
- (d) The Applicant shall submit with this Document, a list of permanent engineering, technical, general staff including safety personnel, engaged in similar work in [Attachment No. 4](#) to the Questionnaire under Section 3 of the Document Part III.



## 5.0 DETAILS OF EQUIPMENT

The Applicant shall include with this Document, a list of all maintenance equipment available to and wholly owned by him. The Applicant's answer shall be given as part of [Attachment No. 5](#) to the Questionnaire under Section 3 of the Document Part III.

## 6.0 GCC EXPERIENCE

Has the Applicant executed any maintenance work of the type described herein, in the GCC, within the last five (5) years?

YES NO \_\_\_

If yes, provide full details, i.e. Client's name, date of start and completion of work, approximate contract value, scope of work and number of contractor's labor involved, including name, designation, address, telephone number, telex number, facsimile number of at least three senior officers of the client. The Applicant's answers shall be given as [Attachment No. 6](#) to the Questionnaire.

## 7.1 MANPOWER BASED ON NATIONALITY

The Applicant shall clearly state as to what nationality of manpower will be supplied for the under mentioned categories. The sources could be more than one country and it is expected that the Applicant will indicate the most likely combination in percentage of each category for this job. The Applicant's answer shall be given as [Attachment No. 7](#) to the Questionnaire. The Applicant shall also indicate percentage of Kuwait Nationals who will be employed against each category mentioned below.

- (a) Managers/Senior Administrative Staff(s)
- (b) Engineers
- (c) Supervisors/Foremen
- (d) Sr. Technicians/Skilled Staff(s)



## 8.0 SUBCONTRACTING AND JOINT VENTURE

- 8.1. The Applicant is requested to submit a summary of its proposed list of subcontractor and Joint Venture in Kuwait.
- 8.2. The types of work that the Applicant shall carry out independently for the turnaround without subcontracting to others.
- 8.3. The Applicant is requested to provide a summary of its subcontracting practices and procedures indicating the methodology for selecting, awarding and administering subcontracts, if available.
- 8.4. The Applicant shall fill in the Joint Venture Summary with all necessary details indicating the role and extent of participation of the JV Partner.

All above information the applicant shall provide detailed information in [Attachment No. 12](#)

## 9.0 TURNAROUND EXECUTION

The Applicant is requested to submit a proposed summary of:

- 9.1. A turnaround execution plan
- 9.2. Overall turnaround execution strategy
- 9.3. Turnaround management & organization plan
- 9.4. Turnaround administration plan
- 9.5. Turnaround control plan
- 9.6. Procurement and material management plan for turnaround
- 9.7. Quality control plan for turnaround
- 9.8. Unit shutdown/startup readiness plan.

All above information the applicant shall provide detailed information in [Attachment No. 13](#)

## 10.0 LABOUR TURNOVER, RECRUITMENT & REDUNDANCY

The Applicant shall state his total labor turnover, recruitment and redundancy for each of the past five years, as an [Attachment No. 8](#) to the Questionnaire under Section 3 of the Document Part III.

## 11.0 GENERAL COMMERCIAL INFORMATION

The Applicant shall provide detailed commercial information in [Attachment No. 9](#) (General Commercial Information) to the Questionnaire under Section 3 of the Document Part III.



## 12.0 INSURANCE CERTIFICATES

12.1. Attach current copy of your insurance certificates Attachment No.10 for general liability, automobile liability, workmen's compensation and employers' liability.

12.2. Can Applicant provide for insurance maintained by Applicant, by endorsement or otherwise, waivers of Applicant's insurers' subrogation rights against KNPC and their representatives and their affiliates, and name KNPC and their representatives and their affiliates as additional insured on automotive and general liability insurance?

A. KNPC and their representatives named additional insured

YES \_\_\_\_\_ NO \_\_\_\_\_

B. Insurer waive subrogation rights

YES \_\_\_\_\_ NO \_\_\_\_\_

12.3. Is Applicant self-insured?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, To what limits? \_\_\_\_\_

## 13.0 HEALTH, SAFETY & ENVIRONMENT

The Applicant shall fill the [Attachment No.11](#) to the Questionnaire under Section 3 of the Document Part-III on the questions regarding HS&E.

## 14.1 CONTRACTOR REFERENCE

The Applicant shall forward the enclosed "Contractor Reference Inquiry" form of [Attachment No. A](#) to their respective clients within the past 10 years. The applicant shall ensure that each client should fill his format and fax it directly to KNPC as per the following address:

**Head, PQ Committee,**

Mr. Sameer K. Al-Ali

Manager, Quality Assurance's Office, 3<sup>rd</sup> Floor, Admin Building

Mina Abdulla Refinery,

Kuwait National Petroleum Company,

P.O Box. No. 69, Safat 13001

Kuwait.

Fax No. 23280106 Tel. 23883500



KUWAIT NATIONAL PETROLEUM COMPANY (KSC)

**CB / PQ – 01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR**

**TURNAROUND MAINTENANCE**

**(MECHANICAL) IN KNPC REFINERIES**

**PART - III**

**SECTION -3**

**ATTACHMENTS TO PQ QUESTIONNAIRE**





**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PO-01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**PART III - SECTION 3**

**LIST OF ATTACHMENTS**

ATTACH. NO.	TITLE	REFERENCE in PQ-Questionnaire		PAGE NO. in Attachment	ATTACHED YES / NO (**)
		CLAUSE	Page #		
1.	DETAILS OF PAST EXPERIENCE	<b>Note. 4 of Sec.1</b>	<b>3</b>	3	
2.	DETAILS OF LEGAL STATUS	2.0	2	4	
3.	FINANCIAL & BUSINESS DETAILS	3.0	2	8	
4.	DETAILS OF APPLICANT'S EMPLOYEES	4.0	3	11	
5.	DETAILS OF EQUIPMENT	5.0	4	12	
6.	GCC EXPERIENCE	6.0	4	13	
7.	MANPOWER BASED ON NATIONALITY	7.0	4	14	
12.	SUBCONTRACTING AND JOINT VENTURE	8.0	5	20	
13.	TURNAROUND EXECUTION	9.0	5	21	
8.	LABOUR TURNOVER, RECRUITMENT & REDUNDANCY	10.0	5	15	
9.	GENERAL COMMERCIAL INFORMATION	11.0	5	16	
10.	INSURANCE CERTIFICATES	12.0	6	18	
11.	HEALTH, SAFETY & ENVIRONMENT	13.0	6	19	
A.	CONTRACTOR REFERENCE INQUIRY	12.0	3	22	To be filled by Applicant's Client

\*\* - Applicant has to complete this column.



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MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 1 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* attach hereunder answers to questions described in Notes 1, 2 and 3, Section 1 hereof including a brief summary of our understanding of the Kuwait employment situation in accordance with Questions No.1 through 11 in Section One of the Questionnaire.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

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**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

Sheet 1 of 4

**ATTACHMENT NO. 2 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* attach hereunder answers regarding Legal status of my/our\*\*\* company and my/our Local agent\*\*\* for the clause No.2.0 in Section II of the Questionnaire.

Details regarding Legal status of Applicant

Legal Status of Applicant :  
i.e. Public Limited Liability  
Co., Corporation, Partnership,  
etc.

Date of company formation :

Country of Registration :

Country from which :  
control is exercised &  
relevant address

Please provide the following information regarding your Organization:

A. If Corporation, please supply names of officers.

1) Chief Executive Officer

\_\_\_\_\_ Name Tenure of Office

2) President \_\_\_\_\_ Name Tenure of Office

3) Vice President \_\_\_\_\_ Name Tenure of Office

4) Treasurer \_\_\_\_\_ Name Tenure of Office

5) State/Country in which you are \_\_\_\_\_ incorporated



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ATTACHMENT NO. 2  
Sheet 2 of 4

B. If general Partnership, please list names of Partners.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

C. If Limited Partnership, please list names of General Partner(s) and limited Partner(s).

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

D. If sole Owner, please state name of owner.

\_\_\_\_\_

E. If Public Limited Liability, list names of participants.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Details regarding Legal status of Local Agent (if applicable)

Legal Status of Applicant :  
i.e. Public Limited Liability Co.,  
Corporation, Partnership, etc.

Date of company formation :



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**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
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ATTACHMENT NO. 2  
Sheet 3 of 4

Please provide the following information regarding Organization of your Local Agent:

A. If Corporation, please supply names of officers.

1) Chief Executive Officer

\_\_\_\_\_ Name Tenure of Office

2) President \_\_\_\_\_  
Name Tenure of Office

3) Vice President \_\_\_\_\_  
Name Tenure of Office

4) Treasurer \_\_\_\_\_  
Name Tenure of Office

5) State/Country in which you are  
incorporated \_\_\_\_\_

B. If general Partnership, please list names of Partners.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

C. If Limited Partnership, please list names of General Partner(s) and limited Partner(s).

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

D. If sole Owner, please state name of owner.



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ATTACHMENT NO. 2  
Sheet 4 of 4

E. If Public Limited Liability, list names of participants.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Also enclose a certified copy of the agreement between Principal and Kuwaiti Agent and a confirmation letter from the Principal clearly showing its validity.

Applications which do not conform to this requirement shall be disregarded.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PO-01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

Sheet 1 of 3

**ATTACHMENT NO. 3 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* attach hereunder answers regarding Financial & Business Details of my/our\*\*\* company and my/our Local agent\*\*\* for the clause No.3.0 in Section II of the Questionnaire.

Details regarding Financial & Business of Applicant

Financial Performance Over the Last Five Years

Annual Turnover

<u>Year</u>	<u>Overall</u>	<u>Contracts</u>	<u>Pre-Tax Profit</u>
....	_____	_____	_____
....	_____	_____	_____
....	_____	_____	_____
....	_____	_____	_____
....	_____	_____	_____

Attach a copy of Applicant's audited accounts for above period plus any additional/subsequent statements issued to shareholders or to the press for the last year, which shall be certified true and correct, in writing, by a recognized auditing firm.



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

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**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
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ATTACHMENT NO. 3  
Sheet 2 of 3

**BANK REFERENCE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Account No. \_\_\_\_\_

Bank Manager: \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telex No. \_\_\_\_\_ Fax No. \_\_\_\_\_

The applicant must submit a separate letter authorizing KNPC to verify Contractor's Bank account.

**Details regarding Financial & Business of Local Agent (if applicable)**

**Financial Performance Over the Last Five Years**

**Annual Turnover**

<u>Year</u>	<u>Overall</u>	<u>Contracts</u>	<u>Pre-Tax Profit</u>
....	_____	_____	_____
....	_____	_____	_____
....	_____	_____	_____
....	_____	_____	_____
....	_____	_____	_____

Attach a copy of Applicant's audited accounts for above period plus any additional/subsequent statements issued to shareholders or to the press for the last year, which shall be certified true and correct, in writing, by a recognized auditing firm.





**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

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**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

ATTACHMENT NO. 3  
Sheet 3 of 3

**BANK REFERENCE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Account No. \_\_\_\_\_

Bank Manager: \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telex No. \_\_\_\_\_ Fax No. \_\_\_\_\_

The applicant must submit a separate letter authorizing KNPC to verify Contractor's Bank account.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PO-01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 4 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* attach hereto the details of permanent employees including copies of CV's of our permanent employees who would be suitable for the positions specified in Clause 4.0 of Section II of the Questionnaire.

Category	No. of each category	Qualification	<u>Avg. Exp. in years in the field of Maintenance and Turnaround.</u>	
			Professional with the Applicant	% of Personnel that will form part of Permanent Workforce

Note: Applicant shall furnish curriculum vitae of permanent employees with Attachment for all levels of proposed staff.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

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**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 5 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* attach hereto the details of our Equipment as specified in clause No. 5.0 of Section II of the Questionnaire.

\*\* Please attach additional sheets, if required.

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

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**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 6 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* attach hereto the details of our experience in the GCC within the past five years in accordance with clause No. 6.0 of Section II of the Questionnaire.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

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**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 7 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* describe hereunder/attach hereto\*\*\* our proposed programme for achieving the required manpower and staffing levels inclusive of details of source(s) of supply and/or methods of recruitment. (Answer to clause 7.0 of Section II of the Questionnaire)

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate.

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

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**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 8 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* attach hereto the total labor turnover, recruitment and redundancy for each of the past five years in accordance with clause No. 10.0 of Section II of the Questionnaire.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

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MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 9 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* furnish below answers to clause No. 11.0 of Section II of the Questionnaire: -

**GENERAL COMMERCIAL INFORMATION**

SL. No.	Question	Please Tick one / Fill the details as required.
1	Have you ever refused to sign a Contract at the original Bid Price? If yes, give full details and particulars: ..... ..... .....	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Have you ever failed to complete a Contract within time limitations specified? If yes, give full details and particulars: ..... ..... .....	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Have you ever been recipient of a "deficiency notice" ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Have you ever defaulted on a Contract? If yes, give full details and particulars: ..... ..... .....	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Have you ever been involved in litigation concerning Maintenance Services contracts of this nature?  If yes, give full details and particulars: ..... ..... .....	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Have you ever filed for bankruptcy protection? If yes, give full details and particulars: ..... ..... .....	Yes <input type="checkbox"/> No <input type="checkbox"/>



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SL. No.	Question	Please Tick one / Fill the details as required.
7	Have you ever been adjudged a bankrupt or been subject to a receivership or an order of reorganization? If yes, give full details and particulars : ..... ..... .....	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Is your organization, including any subsidiaries, at this time subject to any court order relating to bankruptcy, receivership liquidation or reorganization? If answer is "yes", attach details.	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal

**NOTE:**

**ANSWER 'YES' TO ANY OF THE ABOVE MAY LEAD TO DISQUALIFICATION BASED ON THE JUSTIFICATIONS PROVIDED**





**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

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**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 10 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* attach hereto the copies of Insurance Certificates in accordance with clause No. 12.0 of Section II of the Questionnaire.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PO-01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 11 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* hereto reply to the questions regarding HS&E as indicated in Question 13.0 of Section II of the Questionnaire and Appendix B to Section III.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PO-01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**ATTACHMENT NO. 12 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* hereto reply to the questions regarding subcontracting and Join venture as indicated in clause. 8.0 of Section II of the Questionnaire.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**JOINT VENTURE SUMMARY**

Names of all partners of a joint venture

1. Partner in charge
2. Partner
3. etc.

**DETAILS OF PARTICIPATION IN THE JOINT VENTURE**

(Indicate role and extent of participation in respect of financial planning, construction equipment, key personnel and execution of the works of the partner in charge of the joint venture and each of the joint venture partners)

<b>PARTICIPATION DETAILS</b>	<b>COMPANY NAME</b>
----------------------------------	---------------------

Financial

Planning

Construction Equipment

Key personnel

Execution of Work  
(Give details)

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PO-01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR  
TURNAROUND MAINTENANCE (MECHANICAL) IN KNPC  
REFINERIES**

**ATTACHMENT NO. 13 TO THE QUESTIONNAIRE \*\***

I/We\*\*\* hereto reply to the questions regarding Turnaround Execution Plan as indicated in clause. 9.0 of Section II of the Questionnaire.

\*\* Please attach additional sheets, if required.

\*\*\* Delete as appropriate

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PO-01/2018**

**ATTACHMENT A**  
**Sheet 1 of 2**

**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

**CONTRACTOR REFERENCE INQUIRY**

Regarding who is attempting to Pre-Qualify for work associated with the Kuwait National Petroleum Company's contract and who has cited your company as a source of reference, please respond to the following and return to KNPC directly to:

**Head, Turnaround PQ Committee,**  
Manager, Quality Assurance's Office,  
3<sup>rd</sup> Floor, Admin Building,  
Mina Abdulla Refinery,  
Kuwait National Petroleum Company,  
P.O Box No. 69, Safat 13001  
Kuwait.  
Fax No. 23280106 Tel. 23883500

Your response will be treated in strictest confidentiality  
Please complete the following details:

- 1) Maintenance Service Description: \_\_\_\_\_
- 2) Contractor's Work Scope: \_\_\_\_\_
- 3) Contract Completion Date: \_\_\_\_\_
- 4) Approximate Value: \_\_\_\_\_(Please state currency)
- 5) Approx. Labor Man-months: \_\_\_\_\_
- 6) Was Contractor a main contractor or sub-contractor: \_\_\_\_\_  
\_\_\_\_\_
- 7) Did the Contractor perform the major elements of his work without the use of  
sub-contractors: Yes \_\_\_\_\_ No \_\_\_\_\_  
  
- if NO what was the volume of work in percentage sub-contracted: \_\_\_\_\_
- 8) Contract type (i.e. Lump Sum, Unit Rate, Reimbursable, etc.): \_\_\_\_\_  
\_\_\_\_\_



**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**

**CB/PO-01/2018**

**Attachment - A**  
**Sheet 2 of 2**

**PREQUALIFICATION OF CONTRACTORS FOR TURNAROUND  
MAINTENANCE (MECHANICAL) IN KNPC REFINERIES**

Please check the following:

- |     |   |     |     |    |     |
|-----|---|-----|-----|----|-----|
| 9)  | Was the work performed by this Contractor completed on time, taking account of any awarded extensions | YES | ___ | NO | ___ |
| 10) | Did the Contractor implement satisfactory Quality Assurance and Control Procedures                    | YES | ___ | NO | ___ |
| 11) | Did the Contractor implement satisfactory Safety Procedures   | YES | ___ | NO | ___ |
| 12) | Would you consider awarding further work to this Contractor   | YES | ___ | NO | ___ |

Please also check the following:

		Good	Avg.	Poor
13)	Work execution			
	- Quality of workmanship	___	___	___
	- Cooperation	___	___	___
	- Management quality	___	___	___
	- Quality of field supervision	___	___	___
	- Labor quality / sufficiency	___	___	___
	- Labor relations	___	___	___
	- Safety performance	___	___	___
	- Reaction to changes	___	___	___
	- Planning (quality)	___	___	___
14)	Commercial			
	- Commercial relationship generally	___	___	___
	- Contractor's attitude to claims	___	___	___
	- Invoicing quality	___	___	___

Company Name: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date: \_\_\_\_\_

Company's Seal



KUWAIT NATIONAL PETROLEUM COMPANY  
(KSC)

**CB / PQ – 01/2018**

**PREQUALIFICATION OF CONTRACTORS**

**FOR TURNAROUND MAINTENANCE**

**(MECHANICAL) IN KNPC REFINERIES**

**PART – III**

**SECTION -3**

**ATTACHMENTS TO PQ QUESTIONNAIRE**

**APPENDIX- A**

**HSE CHECK LIST**





**KUWAIT NATIONAL PETROLEUM COMPANY (KSC)**  
**CB / PQ – 01/2018**

**PREQUALIFICATION OF CONTRACTORS FOR**  
**TURNAROUND MAINTENANCE**  
**(MECHANICAL) IN KNPC REFINERIES**

**APPENDIX – A**  
**HSE CHECK LIST**

Sr #	Question	Tick as Required	
		Yes	No
1	Do you have a written policy at the corporate and local level expressing management commitment to Health, Safety & Environment (HSE)? If yes, provide a copy of the same.		
2	Do you have a defined strategy for managing occupational and major HSE risks? If, yes provide full details.		
3	Do you have a written description of the HSE Management system? If yes, provide a copy of the same covering the following aspects: a) Identification of hazards. b) Evaluation of risks c) Identification of risk control techniques d) System to monitor risk control / performance e) System to audit.		
4	Do you have a system to identify requirements of Kuwait State Ministries and/or local industries to determine their impact on your HSE system? If yes, provide adequate details.		
5	Are there programs / arrangements in your organization to meet Occupational Health requirements and guidelines for personnel as laid down in Kuwait Labor Law, K-EPA, Ministry of Health and Governmental Agencies?		
6	Are there written general HSE rules for your organization? If yes, submit a copy of the same.		
7	Is there a system used for identifying HSE leadership training needs?		

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Applicant's Seal



KUWAIT NATIONAL PETROLEUM COMPANY  
(KSC)

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**PREQUALIFICATION OF CONTRACTORS**

**FOR TURNAROUND MAINTENANCE**

**(MECHANICAL) IN KNPC REFINERIES**

**PART – III**

**SECTION -3**

**ATTACHMENTS TO PQ QUESTIONNAIRE**

**APPENDIX- B**

**Questionnaire for contractor HSE Pre-qualification**



**Table 1: Questionnaire for contractor HSE Pre-qualification**

	Questionnaire items	Responses
<b>Section 1: Leadership and commitment</b>		
1.1 Commitment to HSE aspects through leadership	a) How are senior managers personally involved in HSE management for example objective-setting and monitoring?	
	b) Provide evidence of commitment at all levels of the organization?	
	c) How do you promote a positive culture towards HSE matters?	
<b>Section 2: HSE policy and strategic objectives</b>		
2.1 HSE policy documents	a) Does your company have an HSE policy document? If the answer is YES please attach a copy.	
	b) Who has overall and final responsibility for HSE in your organization?	
	c) Who is the most senior person in the organization responsible for this policy being carried out at the premises and on site where his employees are working? Provide name and title.	
	d) Itemize the methods by which you have drawn your policy statements to the attention of all your employees?	
	e) What are your arrangements for advising employees of changes in the policy?	
2.2 HSE contract strategic objectives	a) Does your company have strategic HSE objectives? If the answer is YES please attach a copy.	
	b) Itemize the methods by which you have communicated your strategic HSE objectives to the attention of all your employees?	
<b>Section 3: Organization, responsibilities, resources, standards and documentation</b>		
3.1 Organizational structure for HSE management	a) How is your organization structured to manage and communicate HSE effectively?	
	b) Do HSE meetings promote HSE awareness?	
	c) Do subsidiary and contractor meet regularly to discuss and action any interface situations?	
	d) What provision does your company make for HSE communication meetings? Please provide an organization chart	
	e) How employee welfare facilities at worksite is ensured?	
3.2 HSE training of managers, supervisors and HSE critical position holders	a) Have the managers and supervisors at all levels who will plan, monitor, oversee and carry out the work received formal HSE training in their responsibilities with respect to conducting work to HSE requirements?	
	b) If YES please give details. Where the training is given in-house please describe the content and duration of courses. Please provide an example of training matrix.	
	c) How have you identified areas of your company's operations where specialized training is required, for instance training related to health hazard such as radiation, asbestos and chemicals?	
	d) What specialist HSE resources does your organization have available?	
	e) How does your company provide HSE specialized training for HSE staff?	
3.3 General HSE training	a) What arrangements does your company have to ensure new employees have knowledge of basic industrial HSE, and to keep this knowledge up to date?	
	b) What arrangements does your company have to ensure new employees also have knowledge of your HSE policies, practices and company requirements?	
	c) What arrangements does your company have to ensure new employees have been instructed and have received information on any specific hazards arising out of the nature of the activities?	
	NB for (a), (b) & (c): if training is provided in-house, please give details of content	



3.4 Competence assurance	a) Does your organization have a competence system in place? If YES, please describe the scope and content of your competence system.	
	b) What arrangements does your company have to ensure existing staff HSE knowledge is up to date?	
3.5 Sub-Contractor management process	a) Does your company have a contractor management process or system? If yes, provide an outline of the process.	
	b) How do you assess contractors, HSE competence or HSE performance?	
	c) Where do you define the company standards you require your contractors to meet?	
	d) How do you ensure these standards are met and verified?	
3.6 HSE standards	a) How do you identify new industry or regulatory standards that may be applicable to your activities?	
	b) Is there an overall structure for producing, updating and disseminating standards?	
	c) Are your company standards aligned with OGP/industry guidelines or recommended practices? If yes state which one.	
3.7 Sub-Contractor Management	a) Availability of Safe work procedures for critical activities?	
	b) HSE criteria for the selection of subcontractors	
	c) System in place to verify sub-contractor's compliance to your Organization's and the KPC/Subsidiary's HSE requirements	
	d) System to monitor and assess the performance of your sub-contractors	

### Section 4: Risk management

4.1 Risk assessment and control	a) How does your company identify hazards, assess risk, control and mitigation consequences, to a level as low as reasonably practicable?	
4.2 Health hazards	a) Do you have specific policies and programmes on specific health hazards e.g. substance abuse, blood borne pathogens, pandemic diseases etc.	
	b) What type of health hazards (chemical, vibration, noise, radiation, etc) are associated with the scope of your services? Explain how occupational health hazards are identified, assessed and controlled.	
	c) What systems are in place to control these hazards and monitor the effectiveness of these controls? Is worker's regular exposure monitoring part of these systems?	
4.3 Safety hazards	a) What type of safety hazards (mechanical guarding, work at height, lifting and hoisting, confined space entry, explosive atmospheres etc.) are associated with the scope of your services?	
	b) What systems are in place to control these hazards and monitor the effectiveness of these controls?	
4.4 Logistics hazards	a) What type of logistics hazards (land transport, air transport, marine transport, materials handling etc.) are associated with the scope of your services?	
	b) What systems are in place to control these hazards and monitor the effectiveness of these controls?	
4.5 Environmental hazards	a) What type of environmental hazards (chemical spill, atmospheric emissions, waste disposal etc.) are associated with the scope of your services?	
	b) What systems are in place to control these hazards and monitor the effectiveness of these controls?	
4.6 Security hazards	a) What type of security hazards (terrorism, hostage taking, robbery, hostile local population etc.) are associated with the scope of your services?	
	b) What systems are in place to control these hazards and monitor the effectiveness of these controls?	



4.7 Social responsibility hazards	a) What type of social hazards are associated with the scope of your services?	
	b) What systems are in place to control these hazards and impacts and monitor the effectiveness of these controls?	
	c) Arrangements are in place for the provision and maintenance of protective equipment and clothing.	

### Section 5: Planning and procedures

5.1 HSE operations manual	a) Do you have a company HSE-MS manual (or operations manual with integrated HSE requirements) which describes in detail your company approved HSE working practices relating to your work activities? If the answer is YES please attach a copy of an index and relevant supporting documentation.	
5.2 Infrastructure and equipment integrity	a) How do you ensure that infrastructure, plant and equipment used within your operations (own premises, subsidiary site, or at other locations) are correctly certified, registered, controlled and maintained in a safe working condition?	
5.3 Management of change	a) How do you manage changes and assess associated risks e.g. personnel, equipment, processes, documentation?	
5.4 Emergency planning and response	a) What arrangements does your company have for emergency planning and response?	
	b) Which emergency situations are included?	
	c) Mock drills are conducted at frequent intervals?	
5.5 Equipment & Road Safety	a) System to ensure that the equipment utilized for the works/services are appropriately certified, controlled and maintained in safe working condition	
	b) System to ensure your vehicles are road worthy and maintained in good condition	

### Section 6: implementation and performance monitoring

6.1 HSE-MS implementation and active performance monitoring of work activities	a) What arrangements does your organization have for monitoring the implementation of your HSE-MS?	
	b) How does your company assure the implementation of work procedures within your work-site operations e.g. compliance with procedures, toolbox talks, safety meetings, supervision, job observations?	
	c) How do you monitor employee HSE performance e.g. hazard identification systems, HSE participation?	
	d) What active HSE monitoring is performed (i.e. where no incident has occurred)?	
	e) How do you report and correct deficiencies identified?	
	f) How do you communicate the results of active performance monitoring to relevant personnel?	
6.2 Safety performance indicators	a) Please provide the following statistics for each year for the last five years: <ul style="list-style-type: none"> <li>• Number of fatalities</li> <li>• Number Lost Time Injuries</li> <li>• Number of Lost Workday Cases</li> <li>• Number of Restricted Work Day Cases</li> <li>• Number of Medical Treatment Cases</li> <li>• Number of first aid cases</li> <li>• Number of near miss incidents</li> <li>• Fatal Accident Rate (per 100 million hours worked)</li> <li>• Lost Time Injury Frequency rate per 200,000 hours worked</li> <li>• Total Recordable Incident Rate per 200,000 hours worked</li> </ul>	



6.3 (Mechanical) in KNPC Refineries	a) How is health performance monitored and recorded?	
HSE performance monitoring	b) How is environmental performance monitored and recorded?	
	c) How is security performance monitored and recorded?	
	d) How and what near miss incidents are reported?	
	e) How often is HSE performance reviewed? By whom?	
	f) How is logistics performance monitored and reported?	
	g) Do you record vehicle incidents?	
	h) Do you have BBS program implemented at sites, if yes - how it is reported and monitored?	
	6.4 HSE incident investigation and follow up	a) What types of HSE incident are investigated?
b) What process is used to investigate HSE incidents?		
c) Who conducts HSE incident investigations?		
d) How are the findings of an incident investigation followed up to ensure effective prevention of recurrence?		
e) How is incident learning communicated to all relevant personnel?		
6.5 Statutory notifiable incidents or Noncompliance	a) Has your company suffered any statutory incidents notified in the last five years (safety, occupational health and environmental)? Answers with details including dates, country and location, summary of incident and follow-up preventative measures taken.	

### Section 7: HSE auditing and management review of HSE-MS

7.1 Audits	a) Do you have a written procedure for HSE auditing? If yes, please attach a copy.	
	b) Who is involved in conducting HSE audits? How are audit team members selected to have specific expertise and be independent from the activities being audited? What are the qualifications required for auditors?	
	c) How does your company schedule HSE audit and what scope of auditing is covered? e.g. internal, regulatory compliance, supplier/contractor, HSE management system implementation.	
	d) How does management follow up on audit findings and ensure effective close out of action items?	
7.2 Management review and follow up	a) Do you have a written procedure for management review of the HSE-MS? If yes, please attach a copy	
	b) How often are HSE-MS reviews conducted and who is involved in the process?	
	c) How are identified actions and improvement efforts recorded and tracked to effective completion?	

### Section 8: HSE management – additional features

8.1 Certification of your HSE-MS	Please provide information on any certification which you have received from certification bodies	
8.2 Memberships of associations	Describe the nature and extent of your company's participation in relevant industry, trade, and governmental organizations	
8.3 Additional features of your HSE-MS	a) Does your organization (globally, regionally or locally) have any HSE features or arrangements not described elsewhere in your response to the questionnaire?	
	b) HSE Awards / Appreciations from International Organizations?	